

# Application for Planning Permit

01 July 2025 - 30 June 2026

## Need Help?

Please contact Statutory Planning if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or call us on 1300 88 22 33. **You can also apply online.**

The Land			*Mandatory information	
Street Address*				
Suburb		Postcode		
Formal Land Description* (complete A or B) This information can be found on the certificate of title.				
A	Lot No.	Lodged Plan Title Plan Plan of Subdivision	No.	
B	Crown Allotment No.		Section No.	
	Parish/ Township Name			

Pre Application Advice	
Has there been a pre-application advice provided by Council?	
If yes, please provide the Council planning officer 's name:	

## The Proposal

You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application

For what use, development or other matter do you require a permit?\*

Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist, and if required, a description of the likely effect of the proposal.

Estimated cost of development for which the permit is required\*

\$

You may be required to verify this estimate  
Insert '0' if no development is proposed

If the application is for the land within metropolitan Melbourne (as defined in section 3 of the Planning and Environment Act 1987) and the estimated cost of development exceeds \$1,311,000.00 (adjusted annually by CPI) the Metropolitan Planning Levy must be paid to the State Revenue Office and a current levy certificate must be submitted with the application.

Visit [www.sro.vic.gov.au](http://www.sro.vic.gov.au) for more information.

Does your application qualify for the VicSmart process?

## Existing Conditions

Describe how the land is used and developed now\*?

Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Provide a plan of the existing conditions. Photos are also helpful.

## Title Information

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Encumbrances on title\*

Yes. (if 'yes' contact Council for advice on how to proceed before continuing with this application.)

No

Not applicable (no such encumbrance applies).

Provide a full, current (within the last 3 months) copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

Applicant and Owner Details					
<b>Applicant*</b> The person who wants the permit					
Title		First Name		Surname	
Organisation:		(if applicable)			
Address					
Suburb		State		Postcode	
<b>Contact person's details</b> Where the preferred contact person for the application is different from the applicant, provide the details of that person.					
Title		First Name		Surname	
Organisation		(if applicable)			
Address					
Suburb		State		Postcode	
<b>Contact information</b> Please provide at least one contact phone number All application correspondence will be sent to the email address below.					
Email*			Phone*		
<b>Owners details</b> The person or organisation who owns the land Where the owner is different from the applicant, provide the details of that person or organisation.					
Title		First Name		Surname	
Organisation		(if applicable)			
Address					
Suburb		State		Postcode	
Owner's Signature (optional)				Date	

## Privacy

- Maroondah City Council (Council) is committed to protecting your privacy as prescribed by the Planning and Environment Act 1987 (PE Act) and the Privacy & Data Protection Act 2014 (PDP Act). The PE Act requires Council to make copies of various documents available for inspection by the public.
- Your application and the personal information on this form is collected by Council for the purposes of the application process as set out in the PE Act.
- If you cannot agree to this requirement, please contact Statutory Planning Administration for alternate lodgment procedures. You will be required to submit 'redacted' copies of all documents in addition to those required to assess the application to satisfy this condition.
- If you do not provide your name and address, Council will not be able to consider your application.
- Your application will be published on Council's Internet site [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) and will be available at the Council office for any person to inspect on request in accordance with the public availability requirements in the PE Act. Copies may also be made available on request to any person for the relevant period set out in the PE Act.
- You can request access to your personal information by contacting Council's Privacy Officer on 1300 88 22 33 or email– [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

### Privacy Declaration

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I agree to all submitted information being published on Maroondah City Council's internet site.

**SIGN HERE**

Signature

Date

## Copyright

You must not submit any personal information or copyright material of any other individual without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright

### Application Declaration

**SIGN HERE**

This form must be signed. **Complete either A, B or C.**

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

#### A Applicant

I declare that I am the applicant; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application.

Signature

Date

#### B Applicant Contact

I declare that I am the applicant contact; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application.

Signature

Date

#### C Owner

I declare that I am the owner of the land and that all the information in this application is true and correct.

Signature

Date

Checklist	
Have you:	
	Filled in the form completely?
	Paid or included the application fee? Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
	Signed the Privacy Declaration?
	Provided all necessary supporting information and document?
	A full and current copy of the information for each individual parcel of land forming the subject site.
	A plan of existing conditions.
	Plans showing the layout and details of the proposal.
	Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.
	If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).
	If applicable, a current Metropolitan Planning Levy certificate (a levy certificate expires 90 days after the day on which it is issued by the State Revenue Office and then cannot be used). Failure to comply means the application is void.
	Completed the relevant Council planning permit checklist?
	Signed the Application declaration?

**Please send your completed application and supporting documents to Council via:**

**Mail**  
Maroondah City Council  
PO Box 156  
Ringwood VIC 3134

**Email**  
[maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

If you have any questions in relation to the policy or the application procedure, please contact the Statutory Planning team on 1300 88 22 33.

## Fees

### Change of Use (including car parking and liquor license applications)

\$1,496.10 (GST not applicable)
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Single dwelling on a lot (including additions/alterations such as shed, carport, deck)

Cost of Development	Application Fee (GST not applicable)
Up to \$10,000	\$226.90
\$10,001 - \$100,000	\$714.40
\$100,001 - \$500,000	\$1,462.50
\$500,001 - \$1,000,000	\$1,580.10
\$1,000,001 - \$2,000,000	\$1,697.80

Development (including unit developments, signage, factory, warehouse, apartment building)

Cost of Development	Application Fee (GST not applicable)
Up to \$100,000	\$1,302.80
\$100,001 - \$1,000,000	\$1,756.60
\$1,000,001 - \$5,000,000	\$3,874.70
\$5,000,001 - \$15,000,000	\$9,875.90
\$15,000,001 - \$50,000,000	\$29,123.30
More than \$50,000,000	\$65,458.10

**Cashier Use** - See fees listed above. Check above for the cost of development to determine the application fee.

AP: Prepayment: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

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AP    PP/PLANADD

Narrative – Application for a Planning Permit – Subject Address

Payment Type: Cash/ Chq/ EFTPOS

Receipt Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_